

CALIFORNIA CONSERVATION CORPS
POSITION DUTY STATEMENT

WORKING TITLE OF POSITION Supervising Cook, CCC	REPORTING UNIT NUMBER 619
DIVISION/BRANCH OR CENTER Central/Tahoe	LOCATION South Lake Tahoe, CA
CLASS TITLE Supervising Cook, CCC	POSITION NUMBER 533-619-2181-001
	EFFECTIVE DATE April 2010

Supervision Exercised

NUMBER 1	DIRECT SUPERVISION CLASSIFICATION Cook, CCC	NUMBER 4-8	INDIRECT SUPERVISION CLASSIFICATION Corps members (including cook specialists and crew leaders, if applicable)
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Effective on the date indicated, the employee performs the following duties and responsibilities assigned to the position above.

(Relative time required) (Brief description of important duties. Group duties in numbered paragraphs. Use additional sheet if necessary.)

Indicate %

Under the general direction of the Business Service Officer-Supervisor I (BSO), the Supervising Cook performs all functions related to the management and operation of the food service department. Areas of responsibility include supervision, instruction, food preparation and control, record keeping and purchasing of food and supplies. Duties include but are not limited to the following:

- 35% Plans, organizes, trains, and directs the work of the Cook, cook specialist(s), crew leader(s) (if applicable) and the corps member (CM) kitchen staff; responsible for supervision of all kitchen staff, kitchen area and food preparation for three meals a day for total CM population; implements food service preparation, inspection, sanitation, safety and health standards; daily inspections of kitchen and other work areas ensuring compliance with appropriate Health and Safety codes, Servesafe guidelines and MSDS sheets.
- 25% Develops and plans daily, weekly and monthly menus; coordinates food preparation including ethnic and dietary meals; ensures that all meals are prepared are 80% or higher scratch cooked, nutritious and appealing, provided on time and served under sanitary conditions; maintain proper food inventory; coordinate with management staff on spike meals, special projects/occasions and monthly banquets.
- 20% Monitors food service budget and communicates regularly with the BSO to ensure the kitchen budget stays within designated amounts; maintains and updates monthly food reports on meals, inventory and quarterly vendor price quotes; prepares purchase orders for food, kitchen and cleaning supplies; maintains a professional line of communication with vendors and coordinates deliveries accordingly; follows State and CCC guidelines when purchasing food and equipment items.
- 10% Maintains ongoing training schedule for all kitchen personnel, including Cook Specialist certification; administers CCC and center policies as they relate to CM disciplinary actions; provide Cook and corps member evaluations as directed; ensure adequate staffing schedules for all food service and kitchen operational demands.
- 10% Oversees storage of all kitchen equipment and maintenance, security, proper rotation of all food commodities and inventory and storage of all kitchen equipment; maintains the proper level and repair of equipment and supplies necessary for normal food service operations; assist in obtaining bids for kitchen equipment.

Staff Signature _____ Date _____

Supervisor Signature _____ Date _____